



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

## FOR AGENCY USE

Application Date

Application Number

## 1. Agency Address

Georgia Bureau of Investigation  
State Crime Laboratory  
959 E. Confederate Avenue, S. E.  
Atlanta, Georgia 30316

## FOR RECORDS MANAGEMENT USE

Application Number

77-272

Date Received

AUG 17 1977

Date Completed

SEP - 6 1977

## 2. Person to Contact

Ms. Pat Jones

## Working Title

Administrative Assistant to Director

## Telephone Number

656-6050

## 3. Action Requested

- a. ☐ Establish Retention Schedule; record will continue to accumulate.  
b. ☐ Dispose of present accumulation; no further accumulation anticipated.  
c. ☒ Amend Application No. 76-117 Check One: ☐ Change; ☒ Supersede; ☐ Void

## 4. Dates of Series

Earliest Latest

1977

Present

## 5. Records Series Title (followed by title used in office, if different)

Division Director's &amp; Deputy Director's Investigation Correspondence Files

## 6. Division and Office Function ——— What is the function of the Division and the Office in which this record series is created?

The primary goals of the Bureau of Investigation are to provide crime prevention efforts and criminal investigative services to local law enforcement agencies and the Executive Branch of Government of the State of Georgia. The State Crime Laboratory furnishes crime laboratory service which provides scientific analyses of evidence submitted by Peace Officers, reports of results suitable for use as evidence in criminal proceedings, and maintenance of records of investigation by all medical examiners in the State.

## 7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):  
Attach samples of the file.

Documents relating to:

Corresponding with various officials and individuals concerning  
possible criminal cases and activities.

Included are:

Letters to and from individuals, original and copies concerning  
possible criminal cases and activities.

File is arranged:

Chronologically by date of letter.

## 8. Monthly Reference Rate

How often are records referred to which are:

One to six months old Seldom; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_;  
twenty-five months and older \_\_\_\_\_?

## 9. Annual Rate of Accumulation of Records

Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) One file folder  
per year.

10. Questionnaire (Place an "X" in the proper column)

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Code 40-2703 This correspondence contains confidential information about cases.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | 10 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Proper administration of the Crime Laboratory makes it necessary that the Director be able to refer to actions of the past 10 years.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 3 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 7 \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
B E Ponder	8-16-77	Kathy J. Mitchell	8/16/77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	9-2-77
		Secretary of State/Designee	9-1-77
		Attorney General/Designee	9-2-77